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ABSTRACT

This handbook is designed to provide local administrators with both information and guidelines for organizing, implementing, and operating local vocational education advisory councils. Following a short introduction, there is a section which briefly discusses the procedures for organizing an advisory council: formulate policy, designate school representative, establish administrative guidelines, select council members, identify desirable characteristics of council members, appoint selection committee, and notify members. The concluding section discusses operational practices necessary for the proper utilization of advisory councils and covers terms of membership, orientation of council members, election of officers, adoption of bylaws, agenda for the first two meetings, role of the school representative, annual program of work, council subcommittees, recognition of members, council recommendations, absenteeism, use of consultants, and council activities. The appendixes include a sample policy statement on establishing advisory councils, administrative guidelines for advisory councils, a sample letter of appointment to a council, sample council bylaws, and a sample program of work for a council. (EM)

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GUIDE FOR ORGANIZING AND UTILIZING LOCAL VOCATIONAL EDUCATION ADVISORY COUNCILS

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I. INTRODUCTION

Vocational education, perhaps more than any other phase of our educational structure, must remain sensitive to the dynamic socioeconomic system within which it operates. Close commutative ties with that system are essential if vocational education programs are to be responsive to its needs. Recognizing this, vocational educators have for years maintained advisory councils as effective vehicles for bringing professional educators and lay citizens together in an effort to provide relevant vocational programs.

Both national and state advisory councils were mandated by the Vocational Education Amendments of 1968 (PL 90-576) and their responsibilities were extended with the enactment of the 1972 Education Amendments. Local advisory councils, although long recognized as a critical element in any comprehensive vocational program, were not required by federal law until the Education Amendments of 1976, PL 94-482, Section 105(g).

> Each eligible recipient receiving assistance under this Act to operate vocational education programs shall establish a local advisory council to provide such agency with advice on current job needs and on the relevancy of courses being offered by such agency in meeting such needs. Such local advisory councils shall be composed of members of the general public, especially of representatives of business, industry, and labor; and such local advisory councils may be established for program areas, schools, communities, or regions, whichever the recipient determines best to meet the needs of that recipient.

The purpose of a local advisory council is to give advisory service and collectively make recommendations to the LEA concerning the vocational education program. The services of an advisory council may include assisting in the establishment of criteria for performance standards, evaluation, and program accountability. An advisory council can also contribute to student placement, identification of community resources, completion of community surveys, or the promotion of community understanding.

Proper organization and skillful utilization of advisory councils are critical to their success. This publication is designed to provide local administrators with both information and guidelines for organizing, implementing, and operating local vocational education advisory councils. This handbook is not intended to be inclusive of all possible uses of advisory councils nor to be restrictive to the user. The procedures and guidelines included have been generated from a thorough literature review and from interviews with persons who have had experience with successful advisory councils. However, in some situations the process for organizing and utilizing such councils must be adapted to meet local needs.

II. ORGANIZING AN ADVISORY COUNCIL

The responsibility of organizing a vocational education advisory council rests with the school system. Proper organizing procedures for an advisory council are critically important to its future operation. Following is a suggested outline of procedures for organizing a vocational education advisory council.

A. The LEA should formulate a policy regarding the establishment and operation of an advisory council in compliance with the Education Amendments of 1976. The policy will provide the authority to establish a council and should generally describe the role the council is to serve within the school system. A sample LEA policy is found in Appendix A.

B. Designate School Representative

The local school administrator should designate a representative to work with the advisory council. This person would normally be the local vocational administrator, vocational teacher, or a member of the central office staff who is thoroughly familiar with the vocational education program. Duties of the school representative are presented in Section III-E, of this publication.

C. Establish Administrative Guidelines

The school representative, in consultation with the school administrator, should develop administrative guidelines for council operation. The guidelines should include information on the council purposes, membership, officers and duties, meetings, and functions. Appendix B contains an example of administrative guidelines.

D. Select Council Members

The Education Amendments of 1976 specify that local advisory councils be ... "composed of members of the general public, especially of representatives of business, industry, and labor..." Other than this requirement, no specific formula exists for the selection of advisory committee members.

1. Determine Community Representation for Council

When selecting prospective membership it should be remembered that each community has a power structure made up of local civic, government and business leaders. To a certain extent, these individuals are usually consulted on important decisions impacting on the community at large. Selection of council representation should include these community leaders. The council should also include minority group leaders and leaders of civic organizations or other institutions serving the community. If possible, the membership should be geographically representative, representative of various occupational and administrative levels (i.e., professional, technical, skilled, semi-skilled, presidents, vice-presidents, and hourly employees), and include both male and female members.

2. Identify Desirable Characteristics of Council Members

The following points should be considered when qualifications of members are considered.

a. Leadership and expertise in the area of concern
b. The individual's character
c. Time available to serve
d. Interest and willingness to serve

3. Appoint Selection Committee

One method frequently used for nominating prospective advisory council members is through the use of a selection committee. Proper use of an independent selection committee eliminates membership committed only to the school viewpoint and will reflect varied opinions of the community.

A selection committee is composed of two or three respected individuals from the community and the school representative. Following guidelines for community representation and member qualifications which have been approved by the school administrator, the selection committee seeks advisory council nominees from throughout the community. The committee then reviews and screens prospective members and presents a list of nominees to the LEA.

The list of nominees presented to the LEA should be a final slate of individuals selected by the selection committee and recommended by the school administrator. By being presented a final list of recommended names, the LEA is not forced to consider alternatives or to make unnecessary decisions concerning the candidacy of any individual. This approach also makes it possible for the LEA to approve the appointment of all members at the same time.

4. Notification of Members

Newly appointed advisory council members should be notified of their selection by letter from the school administrator. This will establish the authority of the appointment and lend a degree of prestige to the member's selection. A sample letter of appointment is included in Appendix C.

5. Term of Membership

A common practice among successful advisory committees is the rotation of members. This practice allows members who have served long and faithfully to take a rest and for persons with new ideas and interests to take part.

The original members of the council should be asked to serve at least one full year. At the beginning of the first year, the terms of the original members are decided by lot. One-third of the members will serve for one year, one-third for two years, and one-third will serve for three years.

III. UTILIZING THE COUNCIL

If a local advisory council is to function as intended, it is important that continuous direction and support be provided by school officials. Even the best organization of an advisory council can be quickly negated by poor or indifferent operation. The following items have proven successful and are generally accepted as necessary for proper utilization of advisory councils.

A. Orientation of Advisory Council Members

The effectiveness of an advisory council will be in part dependent upon the type and amount of information made available to it and how members perceive their role. Haphazard orientation of new council members can result in a council that does nothing or a council that extends its activities beyond its intended purpose.

Methods of orienting new advisory councils may vary among LEA's and could include any or all of the following activities. If more than one meeting is needed to accomplish the orientation, they should be held within the first month so as not to delay the operation of the council.

1. Guest Speaker

   Inviting a guest speaker who has had successful experience working on or with an advisory council is an excellent method for beginning the orientation. Such a speaker can assist in motivating new members by discussing actual activities with which an existing advisory council has involved itself.

2. Overview of the Total Education Program

   Advisory council members should be made aware of the activities and purposes of all school programs and how each fits into the total educational picture. The school administrator or a representative of the central office staff should be asked to provide this information.

3. A Discussion of the Vocational Education Program

   The council should be given a detailed picture of the purposes and activities of the vocational education program as well as a tour of vocational education facilities. The vocational education director, staff, and students may all be involved.

4. A Presentation Concerning the Role of an Advisory Council

   The advisory council members will be anxious to know what is expected of them and how they will relate to the vocational education program and staff. They will also be concerned about the internal workings of the advisory council. The local vocational director or school representative should take the lead in providing this information. However, it might be advantageous to have the assistance of a consultant to assist in answering questions which the council members may have. Staff members of the Alabama Advisory Council on Vocational Vocation or the Alabama State Department of Education are available for this purpose.

B. Election of Officers

The election of officers is usually completed prior to the adoption of bylaws. If this procedure is followed, the local vocational director, acting as temporary chairperson, may consider motions for the election of officers. The advisory council officers usually consist of a chairperson, vice-chairperson and secretary. Duties of the officers should be spelled out in the bylaws for the vocational education advisory council.

C. Adoption of Bylaws

The bylaws adopted by the advisory council must conform with guidelines authorized by the LEA (see Appendix B). The council chairperson should appoint a committee to develop tentative bylaws. A sample set of bylaws is included in Appendix D for the committee's consideration. Each item of the proposed bylaws should then be discussed by the council membership and revised as necessary before being approved by a majority vote of the council.

D. Suggested Agenda for First Two Advisory Council Meetings.

The activities discussed thus far, including orientation of new members, election of officers, and adoption of bylaws, should take place soon after the council is formed. If possible, these activities should be completed during the first two sessions. If this procedure is followed, the agendas for the first two sessions might resemble the following.

FIGURE 1

SUGGESTED AGENDA FOR FIRST COUNCIL MEETING

6:30	Social hour Refreshments or meal	
7:00	Meeting called to order	Director of Vocational Education or School Representative
7:05	Welcome	School Administrator
7:10	"The Role of the Advisory Council"	Guest Speaker
7:30	The vocational education program	Local Director or School Representative
7:45	Overview of the total educational program	School Official
8:00	Election of officers	
8:15	Appointment of bylaws committee	Chairperson
8:20	Establish date, time, and place of next meeting	Chairperson
8:30	Call for adjournment	Chairperson

FIGURE 2

SUGGESTED AGENDA FOR SECOND COUNCIL MEETING

6:30	Tour of vocational education facilities	Vocational Education Staff and Youth Organizations
7:45	Discussion and adoption of proposed bylaws	Chairperson
8:15	Appoint committee to develop tentative annual program of work	Chairperson
8:30	Adjournment	

E. Role of the School Representative

The local vocational director, or person appointed by the school administrator to work with the advisory council, performs perhaps the most important role of all. This person is the liaison between the LEA, the school administrator, and the advisory council in all matters relating to vocational education. The school representative is mainly present to seek advice and not to give it. One of the duties of the school representative in consultation with the chairperson is the preparation of the agenda for each meeting. It is the responsibility of the chairperson and the school representative to outline the tasks to be accomplished by the council and to present items or problems needing action to the advisory council for discussion and recommendations. Other duties of the school representative include reproduction of the minutes, notifying members of time and place of meetings, arranging for meeting rooms, and preparing reports of progress. The school should assume the task of providing all clerical assistance needed in the work of the council, including the reproduction and mailing of minutes, reports, recommendations, and special notices.

F. Annual Program of Work

Following the orientation of new council members, election of officers, and adoption of bylaws, the next council function should be the preparation of the annual program of work. A tentative program of work is usually prepared by a committee appointed by the council chairperson. The school representative should work closely with this committee so as to insure that the program of work is realistic in terms of school problems. The program of work should then be discussed, and if necessary modified, by the entire council. A sample program of work is presented in Appendix E.

G. Advisory Council Subcommittees

In large advisory councils (more than ten members), a common practice is to elect an executive committee. This committee is usually composed of the chairperson, vice-chairperson, and secretary. The executive committee plans and prepares meeting

agendas and coordinates the activities of the vocational education advisory council with those of the school.

All other subcommittees are usually formed as needed on an ad-hoc basis.

H. Recognition of Members

The school representatives should make council members feel that they are performing an important function for the school and community. They must also feel that their involvement is appreciated. Proper recognition through certificates, newspaper publicity, introductions at banquets, and letters of appreciation are essential.

I. Council Recommendations

Advisory council recommendations or reports should be submitted to the school administrator for his consideration. The school administrator then decides whether or not the recommendation should be submitted for LEA approval. It is the responsibility of the school representative to assure that the recommendations and reports are processed as quickly as possible. It is imperative that the council receive a reply from the appropriate school authorities within a reasonable time period.

Following are three possible actions that the school administrator or LEA may take with regard to a council recommendation.

1. Recommendation implemented as presented
2. Recommendation implemented with stated modifications - with explanation
3. Recommendation declined - with explanation

J. Absenteeism

If an operating council develops a problem of too many members being absent from meetings, making it difficult to have a quorum for group decisions, the problem should be approached quickly by the school representative. An investigation should be made of the following:

1. Do members feel they have only a rubber stamp status?
2. Has there been insufficient work to challenge the council members ?
3. Has the school representative used poor techniques in the relationship with members?
4. Have meetings been dull, routine, with little enthusiasm or leadership from the chairperson ?
5. Has school authority ignored or watered-down recommendations of the council, making the members feel they are wasting time ?
6. Has the school authority failed to give the council the recognition and status deserved ?
7. Has the school allowed substitute members at meetings ?

There are always members who prove to be disinterested or for personal reasons have never been good members and seldom attend. This is the advantage to having the rule, as part of the bylaws, that any member who misses three consecutive meetings be automatically dropped from the council.

The practice of representatives or alternates attending advisory council meetings can encourage an ineffective advisory council. Alternates seldom have sufficient knowledge, understanding, or interest of past council proceedings necessary for decisive action. If a

majority of the meetings are not attended, it is much better to replace the member.

It is necessary to rotate members. At least one third of the membership should be replaced each year. This allows members who have served long and faithfully to take a rest from this activity and for the council to have new blood each year. This maintains interest and reduces absenteeism.

K. Use of Consultants

When problems arise which require time or expertise beyond which the council is able to supply, an acceptable practice is to seek the help of selected individuals who have resources or expertise related to the problem. Technical assistance may be obtained from interested citizens, staff members of the State Department of Education, or from the Alabama Advisory Council on Vocational Education.

L. Activities of the Advisory Council

The possible activities of an advisory council are numerous and dependent upon the needs of the local vocational education program. Below are examples of activities that might involve local advisory councils. The list is not intended to be inclusive of all potential activities.

1. Assist in the development of the annual local plan for vocational education
2. Assist in determining the vocational education needs of the community
3. Advise in correlating vocational programs with programs and services of other agencies, e.g. employment services, post-secondary programs, CETA programs, businessmen's associations, etc.
4. Advise in adopting vocational programs to changing manpower needs in the community
5. Advise about resolving general problems related to the continued improvement of vocational programs
6. Help maintain good public relations between the vocational education department and the community
7. Assist in obtaining speakers for banquets, career days, etc.
8. Assist instructors in obtaining resource persons for instructional purposes
9. Assist in preparing job descriptions
10. Assist in the recruitment of prospective instructors
11. Identify job openings and assist in the placement of program completors
12. Provide information concerning desirable qualifications for entry level employment
13. Identify potential training stations for students in cooperative programs
14. Advise concerning equipment and facilities for vocational programs
15. Assist in development of criteria for awards and prizes to outstanding students
16. Assist in conducting and interpreting the results of community surveys
17. Assist in the development of evaluation instruments and in conducting local program evaluation
18. Arrange field trips for students and instructors
19. Assist in the promotion of youth organizations
20. Identify sources of needed equipment and supplies

APPENDIX A

SAMPLE LEA POLICY ON ADVISORY COUNCILS

Sample LEA Policy on Establishing Advisory Councils

Recognizing that many citizens of the district have special qualifications because of training, experience, or personal characteristics that can be of great value in helping to keep the vocational education programs relevant to the needs of students, it shall be the policy of the LEA to invite such individuals to serve in an advisory capacity to vocational education.

The LEA and staff shall give substantial consideration to the advice of the vocational education advisory council. However, the LEA cannot abdicate responsibility for final decisions and will use its own best judgement in making those decisions.

APPENDIX B
SUGGESTED ADMINISTRATIVE GUIDELINES
FOR VOCATIONAL EDUCATION ADVISORY COUNCILS*

The following guidelines shall be followed in the organization, operation, and review of the Vocational Education Advisory Council, hereinafter referred to as the council.

Organization of the Council

A. Membership
   1. The council shall consist of_____ members.
   2. The members of the council will be recommended to the LEA by a selection committee. The LEA retains the right to disapprove individual nominations by the selection committee.

B. Selection Committee
   1. A selection committee will be named by the LEA. The selection committee shall consist of_____members, all lay citizens except one, who shall be a representative of the school division's administrative staff.
   2. The members of the selection committee will be appointed for a three-year term. At the beginning of each year, the selection committee will analyze the school's community service area and prepare a roster of representative individuals to serve as members of the advisory council. Members of the selection committee may not serve as members of the advisory council.
   3. Prospective members recommended by the selection committee shall possess the following characteristics:
      a. Represent the community's interest
      b. Have an interest in vocational education
      c. Have certain personal characteristics essential to the success of the committee, such as integrity, responsibility, maturity of thought and action, the ability to cooperate, constructive attitude, and tolerance of varying points of view.
   4. Membership will be open to qualified persons regardless of race, creed, sex or national origin.

C. Terms of Members
   1. The original members of the council will serve for at least one year. At the beginning of the first year, the terms of the original members will be determined by lot. One-third of the members will serve for one year; one-third will serve for two years; and one-third will serve for three years.
   2. When a vacancy occurs, the newly appointed member will serve during the unexpired term of the member replaced.
   3. A person who has served a term as a member is ineligible for reappointment until one year has elapsed following the expiration of the term.
   4. All members chosen to succeed members who have completed regular terms will be appointed for three-year terms.

* Adapted from A GUIDE FOR THE ORGANIZATION AND OPERATION OF LOCAL ADVISORY COMMITTEES FOR VOCATIONAL EDUCATION, Virginia State Department of Education.

D. Consultants
   1. A member of the school staff will be appointed to meet regularly with the council in an ex-officio status.
   2. Outside consultants will be utilized as needed. Outside consultants will be approved by the council and administrative staff prior to initial consultation. When consultants require payment for services, LEA approval will be needed.

II. Operation of the Committee

A. The council will organize itself, determine its meeting time, select its officers and subcommittees, make its rules and formulate its program and meeting agendas provided such do not conflict with the operational guidelines set forth herein.

B. The LEA will submit to the council the current policies of the school system relating to advisory councils and any proposals for the revision of these policies.

C. The LEA will react, orally and in writing, to written recommendations submitted by the council.

D. Joint meetings of the LEA and the council will be held when mutually desired.

E. The council is urged to appoint subcommittees as needed. Some of these may be continuing committees; some may be temporary committees to deal with special problems. Subcommittees may include members of the council, other lay citizens, members of the school staff and students. A member of the school staff may, with the approval of the school administrator, request the council to name a subcommittee to deal with special problems.

F. The council or any of its subcommittees may request information and counsel from the school administrator or the local director of vocational education on matters clearly related to the problems on which the subcommittees are working.

G. Minutes of the meetings of the council will be sent to its members, the members of the LEA and to the members of the administrative and teaching staffs.

H. The LEA will provide the council and its subcommittees with the consulting and clerical services that are desirable and feasible. An appropriation of $_____ will be made for the use of the council in providing consultants making studies, preparing and publishing reports, and for other items the council deems appropriate.

I. Publicity regarding the work of the council and reports of the council or its subcommittees will be released only after approval of the LEA or its authorized agent.

J. The council will obtain approval on all proposed studies prior to inception by the school board or its authorized agent.

III. Review of Procedures

The preceding operational guidelines will be reviewed annually by the council. Recommendations for change will be conveyed to the LEA for action.

APPENDIX C

SAMPLE LETTER OF APPOINTMENT TO THE VOCATIONAL EDUCATION ADVISORY COUNCIL*

Dear_____

The_____ is pleased to inform you of your appointment to the Vocational Education Advisory Council. We wish to thank you for your indication of your willingness to serve on this advisory council.

The ultimate objective of the advisory council is to improve and expand opportunities in vocational education. Your active interest and participation will be influential in helping to make this community a better place in which to live and work.

We realize that your time is limited, and we will make every effort to have meetings and other business prompt, precise, and purposeful. Initially, meetings will be held once a month, and after the council is functioning they may be held less frequently. The period of service may be from one to three years. This will be determined at one of the early meetings.

Your first meeting as a member of the advisory council is scheduled for_____ at _____ P.M. at the _____. A copy of the tentative agenda for the first meeting is enclosed.

We hope that you will be able to attend. Please inform us as quickly as possible whether or not you will be able to attending our first meeting.

If you have questions regarding the appointment, please do not hesitate to call me at (phone number).

Sincerely yours,

School Administrator

*Adapted from Organization and Utilization of Advisory Groups in Vocational Education, Alabama Advisory Council on Vocational Education.

APPENDIX D

SAMPLE BYLAWS FOR A VOCATIONAL EDUCATION ADVISORY COUNCIL

Section A: Purposes

Article I. - The advisory council shall be designated by the LEA.

Article II. - The advisory council may direct its advice toward the vocational teachers, the principal, or the board of education. It shall limit its activities to matters which directly concern the Vocational Education department.

Article III. - It shall be the duty of the advisory council to:

(a) help maintain good public relations between the Vocational Education department and the community.
(b) assist the administration in determining the needs of the community.
(c) assist the administration in correlating vocational programs with programs and services of other agencies. (Extension Service, Agriculture Stabilization and Conservation, State Employment Services, etc.)
(d) advise the administration about resolving general problems related to vocational programs.
(e) help to adapt the vocational programs to changing manpower needs in the community.

Section B: Membership

Article I. - Number of Members. The council shall consist of not less than nine members and not more than twelve. The school administrator and school representative shall be continuous ex-officio members and advisers to the council.

Article II. - Method of Selecting Members. These members shall be chosen from a large sampling of individuals who shall be nominated by a selection committee. The school administrator and school representative will serve on the nominating committee and help select the members to serve on the council and submit those names to the LEA approval.

Article III. - Representation. Members shall be selected in such a way that they represent a cross-section of the community.

Article IV. - Length of Terms. The council members shall serve for three (3) years, with one-third (1/3) of the members retiring annually. In starting a new council, the members may serve for not more than two (2) years, before a system of rotation is begun.

Article V. - Beginning of Term. The term of a new council member shall begin on September 1st.

Article VI. - Re-Election. A council member is not eligible for re-election until he has been off the council for one year.

Article VII. - Loss of Membership. An individual will automatically lose membership if he fails to attend three successive meetings without presenting in advance a valid excuse for his absence to the council chairman, or to the vocational instructor. Members will not send alternates if they themselves cannot attend a meeting.

Article VIII. - Selection of Replacement Members. New members to replace those retiring from the council shall be selected by the procedure stated in Article II of Section B.

Section C: Officers and Their Duties

Article I. - The officers shall be: Chairperson and Vice-Chairperson. The school representative appointed by the school administrator will serve as secretary.

Article II. - The officers shall be elected annually by a majority vote of the council members at the September meeting.

Article III. - The Chairperson shall be elected from a group of members who have served on the existing council for at least one year. His duties shall be:

(a) to preside at all council meetings.
(b) to serve as chairperson of the executive committee.
(c) to appoint special committees which may include persons other than council members.

Article IV. - The Vice-Chairperson shall perform the duties of the Chairperson during his/her absence.

Article V. - The duties of the Secretary shall be:

(a) to keep attendance records of council members.
(b) to keep a record of all meetings.
(c) to distribute minutes of the council meetings and copies of other council documents to council members, LEA members, and others who may be concerned. the school facilities and office staff shall be available for this purpose.

Article VI. - The duties of the School Representative shall be:

(a) to prepare the meeting agendas.
(b) to reproduce meeting minutes for distribution.
(c) to make arrangements for all meetings.
(d) to notify members of time and place for meetings.
(e) to prepare progress reports for council.

Section D: Meetings

Article I. - The Council shall meet at least quarterly with special meetings being called by the Chairperson and/or School Administrator when necessary.

Article II. - The meetings shall not last for more than two hours unless so voted by the council members.

Section E: Changes in the Bylaws

Article I. - Suggestive changes in the laylaws may be suggested by a two-thirds majority vote of the council membership. Said suggestions shall be passed by the LEA before being adopted by the council.

APPENDIX E

SAMPLE PROGRAM OF WORK FOR A GENERAL ADVISORY COUNCIL ON VOCATIONAL EDUCATION *

Goal	Objectives	Activities	Committee Assigned	Year 19 19	Year 19 19	Year 19 19
1. To provide local educational agencies with advice in promoting and developing vocational education opportunities.	(a) To advise on the development of long-range and annual plans for vocational education.	1. Review annual and long-range vocational education plan.				
		2. Hold public meeting on vocational education.				
		3. Assist board with development of program evaluation procedures.				
		4. Assist in the development of apprenticeship training related to educational courses.				
		5. Review of existing board policies on vocational education.				
		6.				

*ORGANIZATION AND UTILIZATION OF ADVISORY GROUPS IN VOCATIONAL EDUCATION, Alabama Advisory Council on Vocational Education

APPENDIX E

SAMPLE PROGRAM OF WORK FOR A GENERAL ADVISORY COUNCIL ON VOCATIONAL EDUCATION
(Continued)

Goal	Objectives	Activities	Committee Assigned	Year					
				19	19	19	19	19	19
	(b) To advise regarding new and future vocational program needs.	1. Assist and participate in surveying local industry manpower needs.							
		2. Provide visual aids, magazines, and books concerning industry.							
		3. Sponsor industry–school seminar.							
		4. Testify in support of vocational education financial needs at local and state government bodies.							
		5. Assist in making studies of new and emerging occupations in local industries.							
		6.							

APPENDIX E

SAMPLE PROGRAM OF WORK FOR A GENERAL ADVISORY COUNCIL ON VOCATIONAL EDUCATION
(Continued)

Goal	Objectives	Activities	Committee Assigned	Year					
				19	19	19	19	19	19
2. To provide local educational agencies assistance in promoting and implementing vocational education programs.	(a) To assist in promoting vocational education in the schools and community.	1. Provide speakers to address trade and civic groups concerning the vocational education program in the schools.							
		2. Provide news stories concerning vocational education programs to local news media.							
		3. Attend meetings in support of vocational education which may be called by local and state school officials, boards, and legislative groups.							
		4. Participate in radio and television programs designed to promote vocational education.							
		5. Advise employees and their families concerning vocational programs by posting the information on bulletin boards, news stories in company publications, and enclosures in pay envelopes.							
		6.							

APPENDIX E

SAMPLE PROGRAM OF WORK FOR A GENERAL ADVISORY COUNCIL ON VOCATIONAL EDUCATION
(Continued)

Goal	Objectives	Activities	Committee Assigned	Year 19 19	Year 19 19	Year 19 19
	(b) To assist in implementing quality vocational education programs.	1. Conducting clinics and in-service training programs for teachers.				
		2. Arranging for substitute or resource instructors from industry to assist regular teachers.				
		3. Arranging plant or field trip visits for students and counselors.				
		4. Providing vocational guidance literature to teachers, counselors, and students.				
		5. Arranging summer employment for teachers.				
		6.				

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